



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON HEIDELBERG**  
**UNIT 29237**  
**APO AE 09102-9237**

IMEU-HEI-PLO

15 March 2006

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: United States Army Garrison Heidelberg (USAG Heidelberg) Command Policy Memorandum # 02, Incident Notifications**

1. Reference Memorandum, USAG Heidelberg, IMEU-HEI-PLO, 19 May 05, subject: USAG Heidelberg Command Policy Memorandum 2, Commander's Critical Information Requirements (CCIR), is superseded by this memorandum.

2. Notification of serious incidents is a Commander's responsibility.

a. Telephonically report the following incidents to me or in my absence, the Deputy Commander, as they occur. Provide Email notification to the Garrison On Call Watch Officer within 30 minutes of notification, and additional information as it becomes available:

- 1) Deaths from unnatural causes.
- 2) Serious injury or loss of limb.
- 3) Adverse news media is anticipated.
- 4) Attempted murder.
- 5) Child abuse.
- 6) Rape.
- 7) Directed changes in force protection standards.
- 8) Incidents of nuclear, chemical, or biological accidents or attacks.

b. Report below incidents prior to 2200, daily, otherwise, report at first light:

- 1) Any indication of increased terrorist activity or the targeting of U.S. personnel or interests in the GARRISON AOR.
- 2) Changes in ability to react to a threat.

- 3) Increases in host nation security posture.
  - 4) Shortfalls in resources for force protection.
  - 5) Incidents of or potential for mass casualty or disaster, including weather related issues such as flooding in major tenant HQ or surrounding civilian communities.
  - 6) Significant criminal activity involving drugs, theft of sensitive items or injury.
  - 7) Any demonstration or protest impacting on U.S. forces.
3. The lists are not all inclusive. Commanders should consider severity of the incident, potential consequences of the incident and effect on readiness. Commanders may use their judgement when determining that circumstances do not warrant an immediate report. I consider the above examples as minimum priorities and they will be reported whether occurring on or off an installation. In cases of doubt, report the incident.
4. Commanders will ensure that after duty hours, their Emergency Operations Centers (EOC), On Call Watch Officer or MP Desk simultaneously report incidents to the Garrison On Call Watch Officer via Email when sending reports to higher headquarters.

/s/  
WILLIE E. GADDIS  
Colonel, AV  
Commanding

DISTRIBUTION:

A